

Required 2016-2017 Financial Review Form

Submit Financial Review Form to Principal of your School

Per "Kentucky Department of Education Accounting Procedures Redbook" Regulations each PTA/PTSA must submit an annual financial report to Principal of your School by **July 15**

Mail Financial Review Form to Kentucky PTA, 148 Consumer Lane, Frankfort, KY 40601

Kentucky PTA and local unit bylaws require all PTAs and PTSAs to file a Financial Review Form with Kentucky PTA by **July 15** each year to remain a "unit in good standing."

Financial Review Report Form for the Local PTA/PTSA

Name of PTA/PTSA _____ PTA District ____ County _____
 EIN ____ - ____ This financial review is for the 2016-2017 fiscal PTA/PTSA year.
 (For most PTAs/PTSAs this will be July 1, 2016 through June 30, 2017. Check your bylaws if unsure.)

1. Beginning Balance (as of last date covered by last financial review) \$ _____

2. Receipts (total receipts from the beginning to the end of the period covered by this financial review) _____

3. Total Cash Available (add number 1 and number 2) _____

4. Disbursements (total disbursements from the beginning to the end of the period covered by this financial review) _____

5. Ending Balance (subtract number 4 from number 3) _____

6. Bank Statement Balance (for last month covered by this financial review) _____

7. Checks Outstanding _____

Total Checks Outstanding \$ _____

8. Deposits Outstanding _____

Total Deposits Outstanding \$ _____

9. Bank Account Balance (Subtract number 7 from number 6, Add number 8) \$ _____

Date of financial review: _____

We have examined the books of _____ PTA/PTSA for the financial year 2016-2017 and find them to be: (Please choose one)

___ Correct ___ Substantially Correct ___ Incomplete ___ Incorrect

Substantially correct with the following adjustments: _____

Comments: _____

Review Committee: Consists of 3 people who do not have check signing authority (Optional: professional auditor)

Signatures: Financial Review Committee Chair (or professional auditor) _____

2. (member) _____ 3. (member) _____

This Financial Review information should be presented to the PTA/PTSA at its first general meeting after the completion the financial review.

Remember to mail this report to Kentucky PTA and keep copies for your records.

ALL PTAs/PTSAs MUST FILE FORM 990, 990EZ, OR 990N WITH IRS BY 11/15/2017

See Part IV Financial Matters for more detail on the Financial Review Form